



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FACILITY SUPERVISOR IV	37	H	9.603
FACILITY SUPERVISOR III	35	H	9.606
FACILITY SUPERVISOR II	33	H	9.609
FACILITY SUPERVISOR I	31	H	9.612

FACILITY SUPERVISOR SERIES DISCUSSION

Facility Supervisors plan, organize and direct facilities' buildings and grounds maintenance, repair, custodial work, security functions and, at the higher levels, capital improvements. Incumbents supervise both skilled and semi-skilled personnel performing work in a variety of disciplines. These positions are located at State museums, institutions of various sizes used daily by clients and staff, major prison facilities, major university campuses and smaller satellite campuses; and some positions may be responsible for a statewide or regional network of facilities.

It is common at all levels to utilize some degree of knowledge of the construction trades, construction and/or fire codes, safety regulations and agency policy and procedure.

Positions are allocated within levels based on the scope and complexity of administrative and supervisory responsibilities and the complexity of the facilities' maintenance, repair and construction demands, which directly affect the knowledge, skills and abilities required of the Facility Supervisor and subordinate staff.

SERIES CONCEPT

Performs and/or plans and schedules skilled and semi-skilled work in the operation, maintenance, repair or modification of buildings, equipment and grounds by inspecting facilities and identifying deficiencies in structures, fixtures, adjacent landscapes and heating, electrical, plumbing, air conditioning, ventilation and refrigeration systems. May use a variety of hand tools, powered tools, electrical test instruments and light motorized equipment to diagnose system failure, equipment malfunctions, install new equipment, make structural modifications, maintain grounds, provide custodial service and make general repairs associated with plant operations. Reviews structural blue prints, mechanical schematics, construction codes, fire codes and safety procedures in order to identify and solve problems arising in the course of the work.

Estimates material and supply costs for scheduled maintenance and construction projects such as remodeling office space to accommodate staff increases including building and finishing walls and rerouting power sources. Contacts outside contractors and commercial vendors for estimates in order to make budget projections, adhere to budget restraints, plan and schedule work or communicate project concerns to supervisors and agency heads.

CLASS CONCEPTS

FACILITY SUPERVISOR IV

Under administrative direction, positions in this class plan, organize and direct buildings and grounds maintenance, repair and construction through subordinate supervisors, skilled and semi-skilled workers and clerical support staff. Work is assigned through program goals and objectives and reviewed through compliance with policies and procedures and overall efficiency of facility operations.

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CLASS CONCEPTS (cont.)

Incumbents survey the facilities, identify maintenance and construction needs; prepare complex plans and specifications for projects that include converting the use of existing space or adding new space to existing facilities; prepare, review and award bids for contracted services; coordinate, schedule and inspect work of staff or contractors; maintain records; provide input into department policies and procedures; justify expenditures , assign personnel to work locations; procure inventories; and provide technical assistance to the agency in the areas of heating, air conditioning, carpentry, electrical or plumbing problems and new construction.

Positions in this class are characterized 1) by directly or indirectly supervising 25 or more subordinates including lower level supervisory staff engaged in all phases, or a specialized phase, of facility maintenance, repair and construction; or 2) by supervising a statewide or decentralized network of state-owned and leased facilities, planning, organizing and directing major repairs, alterations and construction. Incumbents may negotiate leases for space occupied by State employees and/or administer contracts that have regional or statewide impact such as a roofing contract for State-owned buildings.

Positions in the class are distinguished from those at the lower level by the number, level and variety of staff directly or indirectly supervised or the responsibility for overseeing the maintenance, repair and construction of a network of facilities located at various sites or geographical locations. These responsibilities reflect greater complexities in planning, organizing and directing personnel and agency resources and produce a significant impact on departmental budgets, policies and procedures. In addition, incumbents function as a full-time administrator with program responsibilities which require a greater depth of knowledge of the goals, objectives, policy and procedure of the agency and the regulations affecting the facility maintenance program.

FACILITY SUPERVISOR III

Under limited supervision of a division administrator, business manager or a higher level Facilities Supervisor, positions in this class may perform and/or supervise all or part of the duties described in the series concept. Incumbents supervise a variety of journey level skilled workers engaged in advanced carpentry, electrical or plumbing tasks such as those occurring during a major remodeling project; or maintaining complex heating, air conditioning or refrigeration systems; and may indirectly supervise other semi-skilled or unskilled or inmate workers. Work is assigned and reviewed during scheduled meetings with administrative staff where goals, objectives, system demands and work progress are discussed.

Incumbents identify future maintenance and construction needs, research cost data and prepare maintenance budgets; maintain purchasing and work activity records; contact regulatory agencies regarding compliance with construction codes and safety, health and environmental regulations; conduct safety inspections and develop and implement procedures regarding job safety and work schedules.

Positions in this class are distinguished from those at the lower level by the scope and complexity of the maintenance, repair and constructions programs which require incumbents to plan, organize and direct journey level skilled trade work on a continual basis requiring a greater depth of knowledge of the skilled trades and associated construction codes and regulations; and require incumbents to function regularly at an administrative level to prepare budgets, secure estimates, maintain inventories and assign, direct and review the work of subordinate staff.

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CLASS CONCEPT (cont.)

FACILITY SUPERVISOR II

Positions allocated to this class work under general supervision of a division head or assists a higher level Facility Supervisor who provides program direction and reviews work through verbal progress reports, spot checks of completed work and overall efficiency of operations. Work is assigned through written work orders or verbal requests which may be routed through the chain of command.

Incumbents are working supervisors who perform all or part of the duties listed in the series concept and supervise skilled or semi-skilled workers engaged in routine facility maintenance, repair and custody such as installing electrical outlets, painting worn surfaces, replacing plumbing fixtures, installing partitions in existing office space and performing routine maintenance and repairs on the facility's heating and air conditioning systems.

Positions in this class are characterized by supervising at least one employee performing skilled work equivalent to a Maintenance Repair Specialist I or a Painter, Carpenter, Plumber, Electrician or Air Conditioning/Refrigeration Technician.

Positions in this class are distinguished from those at the lower level in that the majority of maintenance and repair work is performed in-house and requires the incumbent to perform and supervise skilled craft work on a regular, reoccurring basis. As such, incumbents must possess a greater depth of knowledge, skills and abilities associated with the trades, building codes, and building systems.

FACILITY SUPERVISOR I

Positions allocated to this class work under the general supervision of a division or program head. Work is reviewed through routine spot checks while work is in progress or upon completion or through verbal progress reports.

Incumbents perform, on a limited basis, some or all of the duties in the series concept and typically supervise and schedule work for semi-skilled workers engaged in custodial work, minor building repair, grounds maintenance and security.

Incumbents may have responsibility for repairing furniture, fixtures, unclogging plumbing, painting touch-ups, hand watering and weeding, and performing preventative maintenance on heating and air conditioning equipment such as lubricating motors, belts and bearings. Outside contractors or higher level Facility Supervisors or their staff are generally responsible for major repairs and construction such as overhauling heating and air conditioning systems, replacing water lines or drainage lines, rerouting and establishing electric current and remodeling projects that require journey level carpentry skills.

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MINIMUM QUALIFICATIONS

FACILITY SUPERVISOR IV

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of experience where the applicant supervised journey level skilled trades work and identified work program needs equivalent to a Facility Supervisor III, OR

II

Graduation from high school or the equivalent and six years of journey level experience in one of the major disciplines of the building construction trades equivalent to a skilled trades worker in Nevada State service which included one year of experience in a supervisory role and one year of experience identifying work program needs and preparing contracts; OR

III

Graduation from an accredited college or university with major course work in civil, mechanical or electrical engineering or business administration and three years of experience described in Option II which included one year of supervisory experience and one year of experience identifying work program needs and preparing contracts; OR

IV

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities of the class.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to convey maintenance and repair priorities, budget and staffing needs, and policy and procedure concerns to higher level administrative personnel. Ability to delegate assignments and evaluate staff effectiveness. Ability to prepare and administer contracts for labor, material and services according to established procedures. Ability to negotiate leases for space occupied by State employees.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the principals of construction, maintenance and repair of buildings and grounds. Thorough knowledge of the materials and equipment used to maintain buildings and grounds.

Ability to organize and prioritize a wide scope of buildings and grounds maintenance activities, solve related technical problems and select an effective course of action.

Organizational skills sufficient to direct the work of a large staff engaged in a wide range and level of activities.

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MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

SPECIAL NOTE:

In order to meet the needs of specialized disciplines embodied in the building and grounds maintenance field, specialized background or skills may be required for an incumbent to perform all the tasks of the position. Any specialized background required will be identified during the recruitment process within the parameters of the class specifications.

FACILITY SUPERVISOR III

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of experience where the applicant supervised and performed journey level skilled trades work equivalent to a Facility Supervisor II; OR

II

Graduation from high school or the equivalent and five years of journey level experience in one of the major disciplines of the building construction trades equivalent to a skilled trades worker in Nevada State service that included one year of preparing cost estimates for materials and equipment purchases, preparing written job specifications and supervising other skilled trades workers; OR

III

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the various entities regulating State building and grounds maintenance and construction, i.e., Public Works Board, Department of Industrial Relations and the State Fire Marshal.

Ability to coordinate maintenance schedules with patient care, inmate custody demands or student activities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to keep records and prepare written or verbal reports relating to projected maintenance needs, budget preparation and supervision of staff. Ability to maintain harmonious relations with inmates, patients or students.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

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MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

SPECIAL NOTE:

In order to meet the needs of specialized disciplines embodied in the building and grounds maintenance field, specialized background or skills may be required for an applicant to perform all the tasks of the position. Any specialized background required will be identified during the recruitment process within the parameters of the class specifications.

FACILITY SUPERVISOR II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of experience performing and supervising semi-skilled trades work equivalent to a Facility Supervisor I in Nevada State service;
OR

II

Graduation from high school or the equivalent and four years of journey level experience in one of the major disciplines of the building construction trades equivalent to a skilled trades worker in Nevada State service, one year of which was at the supervisory level; OR

III

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities of the class.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of current building codes, fire codes, and safety regulations. General knowledge of the procedures related to preparing, screening and awarding contracts.

Ability to prepare contracts and inspect contracted work for adherence to plans and specifications. Ability to schedule and coordinate maintenance and construction projects to meet agency needs and utilize personnel and equipment for maximum efficiency. Ability to prepare written plans and specifications and make estimates of time and material and project future maintenance requirements.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of modern maintenance, construction and landscape methods, techniques and related tools and material. If applicable, knowledge of the principles, practices and techniques of operating boiler systems, air conditioning and ventilation systems and their auxiliary equipment.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to perform journey level work in one of the building construction trades. Ability to direct and inspect the work of skilled and semi-skilled workers engaged in a variety of building and grounds maintenance and construction. Ability to read and interpret blue prints and schematic drawings related to structures, fixtures, electrical systems, and heating and air conditioning equipment.

In addition, all knowledge, skills and abilities required at the lower level of the series.

SPECIAL NOTE:

In order to meet the needs of specialized disciplines embodied in the building and grounds maintenance field, specialized background or skills may be required for an incumbent to perform all the tasks of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specifications.

FACILITY SUPERVISOR I

EDUCATION AND EXPERIENCE

I

Graduation from high school or the equivalent and two years of experience in building construction or building maintenance; OR

II

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities of the class.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the methods, materials and equipment used in preventative maintenance of mechanical equipment, building custodial tasks and landscape upkeep. General knowledge of agency and State purchasing regulations. General knowledge of occupational hazards and safety procedures, building and fire codes. Knowledge of the principles and practices of supervision.

Ability to estimate future needs in supplies and equipment and obtain related cost data. Ability to supervise, train and evaluate the work of subordinates.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to plan and schedule routine work of a semi-skilled nature for personnel engaged in cleaning, light building repairs, watering and mowing. Ability to identify a wide range of building and grounds maintenance requirements such as equipment demands of heating, air conditioning, electrical or plumbing systems; building custodial needs; and basic grounds upkeep. Ability to establish

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

and carry out preventative maintenance schedules on complex heating, air conditioning, refrigeration equipment; back-up power suppliers; and light vehicles and equipment used in grounds maintenance. Ability to develop and maintain effective working relationships with subordinate staff, supervisor, other agency personnel, vendors and contractors. Ability to read complex instructions associated with preventative maintenance, proper use of equipment and materials and rules/ regulations pertaining to job safety, purchasing and supervisory responsibilities. Ability to write sufficiently to prepare work orders, reports of work accomplished and documentation related to supervisory responsibilities.

Skill in the use of hand tools and powered tools related to building, construction and maintenance.

SPECIAL NOTE:

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	1/1/61	4/1/66	11/1/66	6/1/62
REVISED:	4/1/70	12/19/85-12	12/19/85-12	10/25/85-3
REVISED:	7/1/91P	4/11/86	7/1/91P	12/19/85-12
	11/29/90PC		11/29/90PC	
REVISED:	7/7/93UC	7/1/91P		7/1/91P
		11/29/90PC		11/29/90PC
REVISED:		7/7/93UC		